



Request for Quote No RFQ-00023  
Energy, Education, and Environmental Services Program  
Appliances, Parts, and Material  
Purchase

Community Action Partnership  
of San Bernardino County  
Purchasing Department  
696 S. Tippecanoe Ave.  
San Bernardino, CA 92415  
September 12, 2011

**I. Purpose of Request**

Community Action Partnership of San Bernardino County (CAPSBC) is requesting quotes for the purpose of purchasing Parts, Material, and Appliances for our Energy, Education, and Environmental Services Program (EEES) for the remainder of the 2011 calendar year under the Low Income Home Energy Assistance Program (LiHEAP), Department of Energy (DOE) and Utility Contracts. Attached is the list of the items with descriptions as identified by current vendors that will be used as reference for this Request for Quote (RFQ).

**II. Need for Competitive Procurement**

Competition in purchasing provides equal opportunity for qualified vendors to compete for local private business including non-profit agencies in an attempt to offer the best prices, quality, or service. Competition is the central principle of any legitimate procurement process. In its purest form, competition ensures a free, open and healthy economy. When competition is available but is artificially restricted, the principles of public procurement are defeated.

CAPSBC encourages the participation of small businesses, minority-owned firms, and women’s business enterprises in the procurement process, and whenever possible will use the services and assistance of such organizations as the Small Business Administration and the Department of Commerce’s Minority Business Development Agency in the solicitation and utilization of small businesses minority owned firms and women's business enterprises to the fullest extent practicable.

**III. Time Schedule**

CAPSBC will maintain the following time schedule and select a qualified vendor for the purchase of the Parts, Materials, and Appliances once all proposals are received by the submission deadline date or until a pool of qualified vendors is established and upon administrative approval.

Issue Request for Quote	September 12, 2011
Deadline for Submission of Quote	September 30, 2011
RFQ Award Notification	Pending Administrative Approval

**IV. Instructions to Proposers**

- A. All quotes must be submitted to:

Community Action Partnership of San Bernardino County  
Purchasing Department – David Gallardo  
696 S. Tippecanoe Ave.  
San Bernardino, CA 92415  
(909) 723-1552

- B. All quotes must be in a sealed envelope and clearly marked in the lower left-hand corner, RFQ-00023 – 2011 EEES Parts, Material, and Appliance Purchase. All quotes must be received as soon as possible. All quotes will be reviewed and assessed for completion to make sure they meet State requirements. All quotes will be scored based on the criteria outlined in this RFQ and the results will be posted on the webpage as soon as final approval is granted. Two (2) copies of the RFQ must be presented. No faxed or telephone quotes will be accepted. E-mail submission will be accepted upon prior notice.

- C. Quotes should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with CAPSBC as well as use both sides of paper sheets for any submittal to CAPSBC is desirable whenever practical.
- D. CAPSBC Buyer or designee will answer any questions up to the deadline date of the RFQ and will notify the selected vendor upon approval.
- E. All quotes must include the following information:
  - 1. The names of individuals from those firms who will be working on the project and their areas of responsibility.
  - 2. Provide an accurate mailing address of the firm or organization.
  - 3. Itemize breakdown of the supplies, materials, equipment and their features.
  - 4. Proposal must represent the final pricing including, additional fees, discounts, rebates, and taxes.
  - 5. Timeline outlining the order, shipment, and delivery of the supplies, material, and equipment.
  - 6. Indicate that all quotes are good for 90 days.
  - 7. References

## V. Selection Criteria

Factors	Weight Given
A. Responsive of the written proposal meeting scope of work, all specifications, and requirements.	30%
B. Price	40%
C. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work	30%
<b>Total Criteria Weight</b>	<b>100%</b>

Each quote will be independently evaluated on factors A, B, and C.

## VI. Terms and Conditions

- A. CAPSBC reserves the right to reject any and all quotes and to waive minor irregularities to any quote.
- B. CAPSBC reserves the right to request clarification of information submitted and to request additional information from the vendor.

- C. CAPSBC reserves the right to award the contract to the next most qualified vendor if the successful vendor does not execute a contract within sixty (60) days after the award of the contract has been announced.
- D. Any quote may be withdrawn up to the date and time set in this RFQ. Any quote not timely withdrawn shall constitute an irrevocable offer for a period of ninety (90) days to sell to CAPSBC the supplies, material, and/or equipment described in the following specifications or until one or more of the quotes have been granted approval.
- E. The contract resulting from acceptance of a quote by CAPSBC shall be in a form supplied or approved by CAPSBC and shall reflect the specifications in this RFQ. A copy of the contract is available for review. CAPSBC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ and which is not approved by CAPSBC.
- F. CAPSBC shall not be responsible for any cost incurred by the vendor in preparing, submitting, or presenting its response to the RFQ.
- G. All quotes, documents, and forms will become the property of CAPSBC upon delivery and acceptance of the sealed proposal.

**VII. Energy, Education, and Environmental Services Program Appliances, Parts, and Material:**

CAPSBC seeks to purchase various Parts, Material, and Appliances as described in the following list of items as soon as possible.

- 1. Quotes must include all applicable sales taxes for San Bernardino County & City limits.
- 2. Quotes must include all shipping and delivery cost.
- 3. All shipping and delivery is the responsibility of the vendor.
- 4. CAPSBC reserves the right to refuse any delivery that does not meet the agreed specifications, requirements, and quantities.
- 5. CAPSBC reserves the right to refuse any partial shipments when vendor has not providing prior notice to the warehouse order desk or warehouse supervisor.
- 6. All shipped items must be properly labeled and it is mandatory that the shipment references CAPSBC purchase order number.
- 7. All parts, material, and equipment must include vendor or manufacture warranty.
- 8. All parts, material, and equipment must be of quality and standards to last a minimum of 5 years with normal usage.
- 9. Vendor must offer a satisfactory return policy. This policy must be in writing and is part of the purchasing agreement and will be fully reviewed.
- 10. Payment Terms and Conditions should be 30-days Net.
- 11. CAPSBC will conduct a 60 day trial period of service and delivery.
- 12. Vendor must agree to schedule all deliveries with the CAPSBC warehouse staff.

13. Vendor representative must include a periodic review of services, supplies, parts, and equipment to assure the highest quality service available.
14. Prices quoted will be for a term of one calendar year. (CAPSBC must be notified in writing 30 days prior to any price changes)
15. There will be items quoted that require an attached specification sheet to assure the items features are communicated and compared adequately.